

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date/Time Stamp  
**RECEIVED**  
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PUBLIC RECORDS  
2018 AUG -2 PM 2:57

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Katie Lingle

Senate Republican Conference

Employing Office/Committee: \_\_\_\_\_

Travel Expenses Paid by (List all sources): Congressional Institute

Travel Date(s): January 31 - February 1

Form RE-1, Trip Invitation, Private Sponsor Travel Certification Form

Description/Title of Attached Forms: \_\_\_\_\_

Purpose of Amendment (describe the reason for amending original submission): \_\_\_\_\_

Per Ethics Committee's request

08/02/2018

*(Date)*



*(Signature of Traveler)*

## **Lingle, Katie (Thune)**

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**From:** Congressional Institute <rsvp@conginst.org>  
**Sent:** Thursday, December 21, 2017 10:35 AM  
**To:** Lingle, Katie (Thune)  
**Subject:** House & Senate Republican Member Conference: Registration

### **House & Senate Republican Member Conference**

Wednesday, January 31, 2018 -  
Thursday, February 1, 2018  
The Greenbrier



**PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY,  
JANUARY, 1, 2018!!!**

Dear Katie,

The Congressional Institute is once again honored to host the annual House & Senate Republican Member Conference, from Wednesday, January 31, 2018, through Thursday, February 1, 2018, at the The Greenbrier in White Sulphur Springs, West Virginia. We are developing a robust conference program with informative guest speakers and productive working sessions. This conference is designed to strengthen professional relationships, educate attendees on policy issues and best practices, and encourage productive conversations with House & Senate colleagues.

Packet pickup will be held on Tuesday, January 30, 2018, on the Hill. Luggage drop will occur from 7:15 AM to 7:45 AM on Wednesday, January 31, 2018. To maximize working time, we will depart the Capitol Steps at 8:00 AM on Wednesday, January 31, 2018, via group transportation. The bicameral portion of the conference will tentatively conclude at 4:30 PM on Thursday, February 1, 2018. The group will depart the hotel by bus and return to the Capitol Steps at approximately 8:30 PM. The House will continue in session through Friday, February 2, 2018.

To Register:

#### **Step 1: Submit Ethics Packet by Monday, January 1, 2018**

To comply with Ethics rules, you need pre-authorization from the Select Committee on Ethics. Download a copy of the Institute's Private Sponsor Travel Certification Form and submit it with your completed Traveler Form by Monday, January 1, 2018, to the Select Committee on Ethics.

Failure to do so means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

Additionally, you must file a travel disclosure statement with the Office of Public Records within 30 days of your return.

#### **Step 2: Register with the Congressional Institute**

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation, meetings and other activities during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

Register for House & Senate  
Republican Member Conference

Katie\_Lingle@thune.senate.gov

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We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. Also, please review our [Frequently Asked Questions](#). In the meantime, if you have any questions, special concerns, or need additional information, please call 703-837-8812 or email [rsvp@conginst.org](mailto:rsvp@conginst.org). We look forward to seeing you at The Greenbrier!

Sincerely,  
Mark Strand, President  
The Congressional Institute  
(703) 837-8812 - Office  
strand@conginst.org

**Sign up for the Congressional Institute's e-newsletter!**

If you are not the correct contact for this office, please reply to this email with the updated contact information instead of unsubscribing.

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## EMPLOYEE PRE-TRAVEL AUTHORIZATION

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**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Katie Lingle

Employing Office/Committee: Thune

Private Sponsor(s) (list all): Congressional Institute

Travel date(s): Jan. 31 - Feb. 1, 2018 KJ

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Greenbrier, White Sulphur Springs, West Virginia

Explain how this trip is specifically connected to the traveler's official or representational duties:

As press secretary for Sen. Thune, it's important for me to be well informed on the policies that will be part of the upcoming legislative agenda. Some of these policies will be discussed in detail during this conference, and attending will enable me to more effectively message these issues, which are within my press portfolio. KJ

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

12/29/17  
(Date)

Katie Lingle  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Sen. John Thune

Katie Lingle

I, Sen. John Thune hereby authorize Katie Lingle  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/1/18  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): CONGRESSIONAL INSTITUTE
2. Description of the trip: An educational policy conference to examine important issues with policy experts and Members of the House and Senate.
3. Dates of travel: January 31 - February 2, 2018
4. Place of travel: White Sulphur Springs, WV
5. Name and title of Senate invitees: See Attached List
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - ~~OR~~
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - ~~AND~~
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - ~~AND~~
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**OR**

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**OR**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Congressional Institute is the sole organizer and conductor of this event.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote  
public education about Congress and to hold educational conferences for Members  
of Congress, staff and others.

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Congressional Institute has a long history of sponsoring educational conferences  
for Members of Congress and staff. The Institute also sponsors retreats for Chiefs  
of Staff and Legislative and Communication Directors.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Institute conducts important research projects consistent with its mission and

develops resources such as a House Floor Procedures Manual and the book Surviving

Inside Congress. The Institute also manages the Congressional Art Competition.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$267	\$93 + tax	\$64	\$223 Facility Rental
<input type="checkbox"/> Actual Amounts	Spouse (if applicable): \$267	Spouse (if applicable): \$0	Spouse (if applicable):\$64	Spouse (if applicable): \$157 Facility Rental

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This event is arranged and organized specifically with regard to congressional  
participation.

18. Reason for selecting the location of the event or trip

Relative proximity to Washington DC and capability to handle a large event and  
the associated security that accompanies it.

19. Name and location of hotel or other lodging facility:

The Greenbrier, 300 W Main St, White Sulphur Springs, WV 24986

20. Reason(s) for selecting hotel or other lodging facility:

Proximity to DC, facility size, Security and availability

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging: Per Diem: \$93 vs. Our room rate: \$93

Meals: Per Diem (2 half days): \$76.50 vs. our meal costs: \$64

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Attendees will travel via charter coach-class train to the Greenbrier and by bus on  
the return trip.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Mark Strand, President

Name of Organization: Congressional Institute

Address: 1700 Diagonal Road #730, Alexandria, VA 22314

Telephone Number: 703-837-8812

Fax Number: 703-837-8817

E-mail Address: Strand@conglnt.org